

United States Environmental Protection Agency
New England Region

HEALTHY COMMUNITIES GRANT PROGRAM APPLICATION GUIDANCE 2003

*“Working With New England’s Communities
to Reduce Environmental Risks to Protect
and Improve Human Health and the Quality of Life”*



Community Air
Toxics Program

Indoor Air Quality



Tools for Schools

Pesticides Program



Schools Sector

Asthma Program



Toxics Program



 **EPA**
New England

HEALTHY COMMUNITIES GRANT PROGRAM

APPLICATION GUIDANCE

2003

Introduction

United States Environmental Protection Agency (EPA) New England is pleased to announce its new Healthy Communities Grant Program. The Healthy Communities Grant Program integrates nine EPA New England programs – Assistance & Pollution Prevention: Schools Sector, Asthma, Children's Environmental Health, Community Air Toxics, Pesticides, Smart Growth, Tools for Schools, Toxics, and the Urban Environmental Program to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in communities across New England. In order to reduce the amount of time required for applicants to prepare proposals, eligible applicants are invited to submit a One-Page Project Summary to EPA New England for funding consideration under this new competitive grant program. Based on the quality of the submissions, finalists will be invited to submit full project proposals for review. The Healthy Communities Grant Program anticipates awarding approximately 20 grants from these full applications.

The Healthy Communities Grant Program is EPA New England's main grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk (environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas) and sensitive populations (e.g. children, elderly, others at increased risk).
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environment and human health problems.
- Achieve measurable environment and human health benefits.

This guidance outlines the purpose, goals, and general procedures for application and award under the Healthy Communities Grant Program. The One-Page Project Summary must be **postmarked by or be received at EPA New England via facsimile or e-mail by April 25, 2003**. If your One-Page Summary is selected, you will be invited to submit a full proposal. The completed full application package must be mailed to EPA New England and postmarked no later than June 6, 2003. See Section 5 for detailed information on how to apply.

Grants may be requested for amounts from \$5,000 - \$30,000 for one to two year periods starting October 1, 2003. Although the project period can last up to two years, the total amount requested for federal resources cannot exceed \$30,000. The grant program encourages, but does not require, a non-federal match of 5 % of the total budget (including the amount requested from EPA New England). The only exception is for Community Air Toxics projects which may range up to \$50,000 and require a 5% non-federal match. This grant program is intended to provide seed funding to inspire and leverage broader investment in creating healthy communities in target investment areas in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Final grant awards are subject to availability of funds. Eligible applicants include non-profit organizations (e.g. grassroots and/or community-based organizations), local governments, Tribes, state and regional agencies, and K-12 schools working in target investment areas in the New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. See Section 3, Who Can Apply for Funding for more specific details.

This guidance includes the following information:

- | | |
|------------|------------------------------|
| Section 1. | Background |
| Section 2. | What Projects Can Be Funded? |

Section 3.	Who Can Apply For Funding?
Section 4.	Grant Application Amounts & Project Partners
Section 5.	How to Prepare & Submit the Grant Application
Section 6.	Structuring the Proposal Narrative
Section 7.	What Criteria Will Be Used to Evaluate an Application
Section 8.	Project Period & Reporting Requirement
Section 9.	Examples of Potential Projects
Section 10.	Expected Timeline for Reviewing and Awarding Grants
Attachment A:	RSVP Form for Healthy Communities Grant Information Sessions
Attachment B:	One-Page Project Summary Format
Attachment C:	Healthy Communities Project Schedule Form
Attachment D:	Sample Budget Detail
Attachment E:	Application Form 424 (For Full Proposals)
Attachment F:	Check List of Required Materials

Section 1. Background

The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment (air, water, and land) upon which life depends. EPA's purpose is to ensure that:

- C All Americans are protected from significant risks to human health and the environment where they live, learn and work.
- C National efforts to reduce environmental risk are based on the best available scientific information.
- C Federal laws protecting human health and the environment are enforced fairly and effectively.
- C Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy.
- C All parts of society (communities, individuals, business, state and local governments, tribal governments) have access to accurate information sufficient to effectively participate in managing human health and environmental risks.
- C Environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive.
- C The United States plays a leadership role in working with other nations to protect the global environment.

EPA New England takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Within the broad landscape of these states, EPA New England recognizes that not all communities share the same environmental and public health conditions. For example, in urban and environmental justice communities throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma from poor air quality. Cumulatively, the effects of these hazards on urban residents and sensitive populations such as children and the elderly are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. Some suburban and rural communities also face significant risks from nearby industrial, commercial or transportation activities in or near their state. These types of conditions results in disproportionate health risks to residents and stress on the quality of the air, water, and land.

In order to maximize effectiveness and resources, nine EPA New England programs are working in partnership to improve environmental conditions for residents across New England. EPA New England's Assistance & Pollution Prevention: Schools Sector, Asthma, Children's Environmental Health, Community Air Toxics, Pesticides, Smart Growth, Tools for Schools, Toxics, and the Urban Environmental Program are combining resources and working together to best identify competitive projects that will achieve measurable environmental and public health results in target investment areas and target program areas (See Section 2 for more details) for communities across New England. These participating programs share a focus on reducing environmental and human health risks. Staff and leadership from each of these nine programs will jointly

review and select projects for funding through this competitive grant program. Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available on-line at www.epa.gov/ne

- C **Assistance & Pollution Prevention - Schools Sector:** The Office of Assistance and Pollution Prevention assists those regulated by EPA laws to come into compliance with legal requirements, and to go "beyond compliance" or reduce regulatory burden through the use of pollution prevention. Pollution prevention techniques aim to reduce the amount and/or toxicity of waste at the source (air emissions, liquid discharges, solid or hazardous waste). K-12 schools are a priority sector for this office.
- C **Asthma:** The Asthma Program is dedicated to enhancing asthma education by educating children with asthma and their parents and/or primary care-givers about indoor asthma triggers in the home and actions that should be taken to reduce these triggers.
- C **Children's Environmental Health:** The Children's Environmental Health Program was launched at EPA New England in response to children's special vulnerability to environmental problems, and coordinates a campaign called "Children First" aimed at creating healthier environments in the places children spend most of their time -- at home, in schools and outdoors.
- C **Community Air Toxics:** The Community Air Toxics program supports demonstrably effective projects that identify, integrate, and reduce community exposure to air toxics.
- C **Pesticides:** The Pesticides Program supports work to protect agricultural workers, prevent pollution of ground water resources, protect endangered species, promote integrated pest management (IPM), and reduce risks from the use of pesticides by providing information to public interest groups, academia, the regulated community, and the general public.
- C **Smart Growth:** The Smart Growth program recognizes that most land use decisions are made at the local level but effective partnerships are required to improve the quality of life for residents throughout New England and help communities and regions develop or redevelop in more livable ways.
- C **Tools for Schools:** The Tools for Schools program concentrates on implementing a curriculum and resource tool nationwide to help school officials assess, resolve, and prevent indoor air quality problems and reduce exposure to asthma triggers in school facilities.
- C **Toxics:** The Toxics Program regulates and provides oversight over a variety of different toxic chemicals (e.g. lead, PCBs, etc.) regulated under the Toxics Substances Control Act.
- C **Urban Environmental Program:** The Urban Environmental Program has worked since 1995 to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, open space and green space, vacant lots, environmental justice, and urban rivers and wetlands in targeted New England cities in Connecticut, Massachusetts, and Rhode Island.

The Healthy Communities Grant Program is EPA New England's main competitive process that provides resources and works directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk (i.e. environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas) and/or sensitive populations (e.g. children, elderly, others at increased risk).
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.

- Build institutional and community capacity to understand and solve environment and human health problems.
- Achieve measurable environment and human health benefits.

Section 2. What Projects Can be Funded?

In order to qualify as eligible projects under the Healthy Communities Grant Program, projects must meet two criteria: (1) Be located in and directly benefit one or more of the four Target Investment Areas; and (2) Achieve measurable environmental and public health results in one or more of the eight Target Program Areas. Please see the descriptions below for additional information.

Target Investment Areas: **Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas**

The Healthy Communities Grant Program seeks to fund projects that are in and directly benefit one or more of the target investment areas of: Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas in states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

- A. Environmental Justice Areas of Potential Concern:** For the purposes of this grant program, “Environmental Justice Areas of Potential Concern” refers to communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in New England. EPA New England is committed to promoting and supporting Environmental Justice which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Meaningful Involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public’s contribution can influence the regulatory agency’s decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. In order to qualify under this target investment area, applicants must demonstrate that their project will meaningfully involve and benefit communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in New England.
- B. Places with High Risks from Toxic Air Pollution:** For the purposes of this grant, “Places with High Risks from Toxic Air Pollution” refers to projects that are focused in a community, city, or area located in a county that has been identified by: (a) EPA’s National Air Toxics Assessment as having health risks for one or more air toxics that are above EPA’s health benchmark (view www.epa.gov/ttn/nata/maprisk.html for maps of risk from air toxics); or (b) identified by the community through other air toxics monitoring, modeling, or analysis efforts. In order to qualify under this target investment area, applicants must demonstrate that the project will directly involve and/or benefit places with high risks from toxic air pollution.
- C. Sensitive Populations:** For the purposes of this grant program, “Sensitive Populations” refers to populations including children, elderly, and others at increased risk that may be more susceptible to the effects of pollution. EPA’s mission is to ensure that all Americans have a safe and healthy environment where we live, work, and play. However, health-based environmental standards are generally based on risks to healthy adult males, not sensitive populations. Children are more susceptible to the effects of pollution because pound-for-pound, they eat, drink and breathe more than

adults and because their immune systems are not fully developed. Older Americans and those with chronic illness also face higher health risks due to their immune system vulnerability. Other socioeconomic and cultural factors can also impact the environment and health of certain populations. In order to qualify under this target investment area, applicants must demonstrate that their project will directly involve and/or benefit sensitive populations (e.g. children, elderly, others at increased risk).

- D. Urban Areas:** For the purposes of this grant program, “Urban Areas” refers to a city or community which has a population of at least 35,000 people according to 2000 Census data. Projects that benefit many urban areas across the New England Region or in several different cities or states are also eligible for consideration under this target investment area. Below are the cities that qualify under the “Urban Areas” for this grant program:

Connecticut:	Bridgeport, Bristol, Danbury, East Hartford, Enfield, Fairfield, Greenwich, Groton, Hamden, Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, Norwalk, Norwich, Shelton, Southington, Stamford, Stratford, Torrington, Wallingford, Waterbury, West Hartford, and West Haven
Maine:	Lewiston and Portland
Massachusetts:	Arlington, Attleboro, Barnstable, Beverly, Billerica, Boston, Brockton, Brookline, Cambridge, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Framingham, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Marlborough, Medford, Methuen, New Bedford, Newton, Peabody, Pittsfield, Plymouth, Quincy, Revere, Salem, Somerville, Springfield, Taunton, Waltham, Westfield, Weymouth, Woburn, and Worcester
New Hampshire:	Concord, Manchester, and Nashua
Rhode Island:	Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket
Vermont:	Burlington

Target Program Areas: **Asthma, Capacity-Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Urban Development & Redevelopment, and Urban Transportation & Mobility**

The Healthy Communities Grant Program seeks to fund projects in target investment areas (outlined above) that achieve measurable environmental and public health results in one or more of the following Target Program Areas. Please read the description below under each category for additional information.

- A. Asthma:** Asthma is a chronic inflammatory disease of the airway that affects more than 15 million Americans, including almost 5 million children, and disproportionately affects people of color, particularly the inner city poor. Projects should address the micro environment(s) of the child (e.g., places where children spend most of their time) and one or more of the following topic areas: asthma surveillance, integrated pest management, resident education, and/or indoor air toxins (particulate matter, environmental tobacco smoke, and/or chemicals and indoor contaminants). Asthma Surveillance involves the systematic tracking of asthma data (e.g. asthma prevalence, severity, etc). Integrated pest management is an asthma reduction strategy that can effectively control cockroaches and other pest populations without the use of some pesticides, which can be respiratory irritants. Resident education projects can include many strategies (e.g. trainings and in-home education) to reach

children, caregivers, and parents and create or maintain an asthma management plan which includes how to identify and/or reduce indoor environmental triggers. Indoor Air Toxin projects can address one or more of the following elements: Particulate Matter (a large group of materials of different sizes and chemical characteristics that are found in the air as solid particles or droplets), Environmental Tobacco Smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to reduce exposure to secondhand smoke); and/or Chemicals & Indoor Contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide).

- B. Capacity Building on Environmental and Public Health Issues:** Projects that increase state, tribal, community, and neighborhood access to information, dialogue, collection and use of data (e.g. GIS mapping, risk evaluation, risk mitigation, collecting emissions data, etc.), and/or improve methods of risk characterization; organize and sponsor community training events, or other forums that increase citizen involvement in understanding or addressing environmental and public health issues (topics may include environmental justice, indoor/ambient air quality, lead, asthma, pesticides, transportation, urban rivers/wetlands, environmental design, open/green space, homeland security, and/or vacant lots); build new or strengthen existing coalitions to address Schools, States, or regional programs and asthma, states and asthma, or one or more other environmental and public health issue(s) are also encouraged.
- C. Community Air Toxics:** There are about 188 chemicals and chemical classes listed as Hazardous Air Pollutants (HAPs) in the Clean Air Act Amendments of 1990 and all of these chemicals or any combination are eligible for projects. There are also 33 air toxics identified by EPA which present the greatest threat to human health in urban areas (www.epa.gov/ttn/atw/nata/34poll.html). Applicants are encouraged to identify projects that are focused in a city, community, or county that is identified in EPA's National Air Toxics Assessment (www.epa.gov/ttn/atw/nata/maprisk.html to view maps of these areas) as having health risks for one or more air toxins above EPA's health benchmarks. Eligible projects are not only limited to HAP chemicals, especially if local information identifies other hazardous air pollutants as priorities. No funding will be awarded for air monitoring. Projects that create and implement risk management plans; conduct risk characterization; build technical and training capacity to help reduce community exposure to air toxics; create a local inventory of air toxics using available data; evaluate the most significant sources of risk for a community; develop an appropriate risk reduction plan; develop or implement local air toxics risk management plans with diverse stakeholder involvement (e.g. state, local agencies, community, and business members) to assess local air toxics risks, determine priorities for reduction, identify actions to reduce risks, and evaluate progress in reducing the risk (e.g. transportation options, altering processes in small or large business to avoid creation or release of HAPs, use "green products" in buildings, and/or prevent in-home smoking); reduce risks from a range of air toxics sources including fixed-location sources (e.g. heavy industry and small industries including electroplaters or printers), mobile sources (e.g. cars, trucks, buses, construction or lawn equipment), and/or indoor sources (e.g. environmental tobacco smoke, cleaning and household products); support multi-stakeholder partnerships on air toxics risk assessment and reduction activities; and establish sustainable activities that reduce exposure to air toxics by training communities.
- D. Healthy Indoor Environments:** Projects that focus on reducing and/or preventing childhood lead poisoning; reducing and/or preventing childhood asthma and reducing exposure to asthma triggers; reducing childhood exposure to one or more toxins (PCBs, dioxin, mercury, lead, pesticides, etc.); and promoting healthy homes and other indoor environments.
- E. Healthy Schools:** Projects that train K-12 school teams to implement EPA's Indoor Air Quality Tools for Schools program (www.epa.gov/iaq/schools); develop or support an environmental management system or a systems approach to improve environmental conditions in schools (www.epa.gov/ne/schools); train K-12 school teams to address asthma triggers particularly in urban areas (www.epa.gov/iaq/schools/asthma); combine Tools for Schools, environmental management systems approaches, asthma and other project areas described in this grant solicitation. For more

information on creating healthy school environments, please visit www.epa.gov/schools.

- F. Preserving & Restoring Urban Natural Resources and Open/Green Space:** Projects that create community gardens and/or support urban agriculture; return open space and vacant lots to safe, productive use; increase community access to urban rivers and other urban natural resources; reduce trash and/or prevent illegal dumping; promote pollution prevention efforts; restore the ecological health of urban natural resources; and protect and enhance open/green space (greenways, school yards, pocket parks, etc.)
- G. Urban Development & Redevelopment:** Projects that encourage urban smart growth, reduce sprawl, and/or encourage neighborhood sensitive re-use of vacant lots and/or open space; ensure community involvement in development and/or redevelopment projects; promoting smarter and greener development and redevelopment planning, design or implementation of practices; and reducing the environmental and public health impacts of redevelopment projects.
- H. Urban Transportation & Mobility:** Projects that increase pedestrian friendly and bike friendly routes or transportation systems (bike paths, etc.); increase efficiency, access and/or use of public transportation; support alternative modes of transportation; reduce the environmental impacts of motorized transit; reduce and/or eliminate traffic in neighborhoods; reduce reliance and use of motorized vehicles; and reduce the number of motorized vehicle miles traveled.

Funds for all proposed projects should support activities to restore or revitalize the environment, provide education, outreach, training, organizing, or conducting community planning activities in the Target Program Areas defined above. Funds may be used to complement programs of construction or medical treatment. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but lead screening itself can not be funded. In addition, funds are available for community planning, workshop design, and organizing that achieves some element of restoration or revitalization of an environmental asset, such as contaminated land, wetlands or wilds, or a riparian area.

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds.

Applicants should be aware that proposals submitted under this or any other EPA grant program are subject to the Freedom of Information Act (FOIA). This means that anyone can request and receive copies of all of the information submitted in your grant proposal. If your application contains any confidential business information, be sure to highlight it so the confidentiality can be protected in the event of a FOIA request.

Section 3. Who Can Apply for Funding?

Eligible applicants include non-profit organizations (e.g. grassroots and/or community based organizations); local government, state, or regional agencies; K-12 schools or school districts; and tribes working on projects in Target Investment Areas identified by this grant program in the New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. The Healthy Communities Grant Program will consider funding a college or university if it seeks funding to support a project with substantial community involvement. Private businesses, federal agencies, and individuals are not eligible to be grant recipients; however, they are encouraged to work in partnership with eligible applicants on projects.

Non-Profit Status: Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will render full proposal submissions

incomplete and they will not be reviewed. Applicants who do have an IRS 501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying. For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

EPA New England will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that problems are not shifted from one area to another.

Section 4. Grant Application Amounts & Project Partners

Grants may be requested for amounts from \$5,000 - \$30,000 for one to two year periods starting October 1, 2003. Although the project period can last up to two years, the total amount requested for federal resources cannot exceed \$30,000. The grant program encourages, but does not require, a non-federal match of 5 % of the total budget (including the amount requested from EPA New England). The only exception is for Community Air Toxics projects which may range up to \$50,000 and require a 5% non-federal match. EPA encourages applicants to leverage federal resources as much as possible and views matching resources as one measure of community support and an indication of the possible longevity of the project. The match can come from a variety of public and private sources, and can include in-kind goods and services. No federal funds can be used as matching funds without specific statutory authority (e.g. HUD's Community Development Block Grants can be used as a match). Applicants may submit multiple proposals, but each proposal must be for a separate and distinct project. No organization may receive funding for more than one proposal each year.

In-Kind Contributions: In-kind match is a non-cash contribution to a project such as volunteered services, and donated supplies (e.g. use of equipment, office/meeting space, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships by providing resource support. Volunteered services may include a bookkeeper's maintenance of a group's financial records and preparation of required financial reports or an auditor's review of a group's financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions in your records should your organization be awarded a grant. Rates for volunteer services must be consistent with rates in your community for similar services and may not include fringe benefits, overhead, or profit. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that match partners contribute can be counted toward match only if they are for costs that EPA can fund. If a project is funded, applicants and their match partners are subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

Section 5. How to Prepare & Submit A Grant Application

The Healthy Communities Grant Program has a two step process for evaluating proposals. The program requires a One-Page Project Summary as a first step, and selected applicants will be invited to submit full proposals for consideration. The format for the One-Page Project Summary is located in Attachment B of this grant application guidance and is the only information that is required for the first step in the competition. The One-Page Project Summary should describe your project, how it will address one or more of the Target Investment Areas and which of the Target Program Areas it will meet (see Section 2, Target Investment Areas and Target Program Areas for more information). Identify your project goals and how you will meet them. Explain the expected measurable environmental and public health results or improvements from your project. See the One-Page Project Summary outline in Attachment B for the appropriate format. **Sending additional pages of information and/or materials will render your proposal ineligible and it will not be reviewed.** Applicants must follow the format provided in Attachment B and should use no less than .75 inch

margins and no smaller than 10 point font. The one-page, single-sided pre-proposal must be **postmarked by or be received at EPA New England via facsimile or e-mail by April 25, 2003.**

In order to answer any questions you may have, the Healthy Communities Grant Program will sponsor four telephone conference calls to address questions before the One-Page Project Summary is due. Training sessions for the One-Page Summary Outlines are scheduled for **April 14, 2003 (9:00 am - 11:00 am and 1:00 pm - 3:00 pm) and April 15, 2003 (9:00 am - 11:00 am and 1:00 pm - 3:00 pm).** **The training sessions are optional, but RSVPs are required.** Please see Attachment A of this grant guidance for more details and registration information for the conference calls.

If your One-Page Project Summary is selected, you will be invited to submit a full proposal, and the full application package must be mailed to EPA New England and **postmarked no later than June 6, 2003.** After finalists are selected, the Healthy Communities Grant Program will host two additional training sessions for finalists on **May 12 and May 13, 2003.** Additional details on these training sessions for finalists will be provided in letter form after May 5, 2003. Facsimile and e-mail copies will not be accepted for full proposals. The full grant application package must include the following elements:

- (1) Completed Application Forms (see Attachment E for Standard Forms 424, 424A and 424B)
- (2) One-Page Project Summary (see Attachment B)
- (3) Five page Proposal Narrative
- (4) Healthy Communities Grant Program Project Schedule (see Attachment C)
- (5) Budget Detail Sheet with match information, if any (see sample in Attachment D)
- (6) Documentation demonstrating non-profit or non-for-profit status
- (7) Resumes of up to three key project staff
- (8) Letters of Commitment from project partners (if the project involves partners)

Proof of Non-Profit Status: All applicants, except public agencies, municipalities, and Federally-recognized Tribes must attach documentation demonstrating non-profit status or articles of incorporation. For more information read Section 3, Who is Eligible to Apply for Funding? Applications without this documentation will not be considered.

Commitment Letters: Letters of commitment from all partners collaborating on this project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your proposal, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters can be addressed either to the applicant or to EPA New England. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role the project partner will play in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. **Applications for projects that have listed partners but do not include commitment letters from every listed project partner will be ineligible.** Please do not send letters of general support from non-match partners or others not directly involved in the project; they will not be used in the evaluation and review process.

Proposal Narrative: The project proposal including the proposal narrative, program evaluation, and a narrative discussion of the budget, is limited to five pages. **Exceeding this five page limit will make the application ineligible.** A One-Page Project Summary, detailed schedule, and budget (see attachments for required formats) must also be submitted for each application and is **not** considered part of the five page limitation. The budget narrative must clearly explain the use of funds and include a brief statement of other resources identified to assist with the project. This should include monetary, in-kind, and projected continuation funding. It is not necessary to have secured continuation funding. However, it is necessary to identify prospects for ongoing funding and a strategy for program continuation. The narrative should follow the format outlined in Section 6, Structuring the Proposal Narrative.

EPA New England does not allow covers, binders, or folders to be used for full grant applications. Proposals

should be submitted on 8 ½ by 11 recycled paper, ideally double-sided. Please use no smaller than 10 point font type and set page margins to no smaller than .75 inches all around. Send the original and (2) two copies of the completed full proposal grant application package to: Sandra Padula, Healthy Communities Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (CPT), Boston, MA 02114-2023.

Section 6. Structuring the Proposal Narrative

The proposal narrative for the full proposal should describe your organization and the proposed project, answering as many of the following questions as possible. It may **not** be longer than five pages of text; these five pages may be on either single-sided or double-sided sheets of paper. Proposal narratives shorter than five pages are acceptable. Your proposal should answer the questions outlined below and follow the same general format outlined below **in bold** (The Organization, The Project, Program Implementation, Program Evaluation, and Budget) and be responsive to the application guidelines. Review of grants will be based on satisfaction of the grant criteria and the quality of your response to the questions detailed in Section 7, What Criteria Will be Used to Evaluate an Application?

A. The Organization

Key questions include: Who are you? When were you organized? What are the issues you are addressing? What are your goals? What have you accomplished in pursuit of these goals? How does the project you are proposing fit into your organization's mission and other efforts? Why are you the right group to do the work you are proposing?

B. The Project

Key questions include: Describe your project and which of the Healthy Communities goals and objectives the project meets. How will this project improve the environment and/or public health? Describe the community this project will serve and address the cultural, linguistic and economic reality of your target investment area. Why is your organization working in this community and how will you involve residents? Why is this approach particularly effective with this community? Are there other organizations working on this issue in your community? How is this project different from what is already being done, and can it serve as a model? Will this project be complementary to ongoing efforts? Who will direct this effort? Why do you have confidence in their leadership? What other groups will you work with on this project (other community groups, local government agencies, universities, religious organizations, volunteer groups, health department and/or health centers) and how will you work together? What is the partner(s) level of involvement on this project?

C. Program Implementation (Healthy Communities Project Schedule – Attachment C)

Please complete the Healthy Communities Project Schedule form in Attachment C. Please make sure that your Healthy Communities Project Schedule form addresses how you implement your program, your schedule and timeline for completing tasks, and your project deliverables.

D. Program Evaluation

What level/type of evaluation will you incorporate into your project plan? EPA is interested in a method or process which will provide data to assess the effectiveness of a particular education, outreach, training, organizing, environmental clean-up, or green space development strategy etc. The method for collecting or tracking your data will depend on the specifics of your project. For example, administering a pre and post survey to trained participants may be appropriate for one project, while another project may document pre and post project changes in the physical environment, or decreased environmental degradation from eliminating illegal dumping, or growth in job creation resulting from the project. The evaluation component serves to: (1) offer model strategies that have been shown to be effective and sustainable in a particular community, and (2) reinforces the importance of continued support of community-based environmental protection efforts that have proven to be effective.

Your evaluation strategy should consider ways to determine: (1) Are you reaching your target group? (2) Have your environmental clean-up, restoration education, outreach, or training, efforts had any effect on the lives of your target group? (3) Has your project effort resulted in community improvements in human health and/or environmental quality?

Key questions include: How will you evaluate your work? How will you determine if your objectives are being met? How will you document that this project has been effective? Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)? Will you re-contact all or some of those you've worked with to see if your assistance has made a difference?

E. Budget

Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. Allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations," and A-21 "Cost Principles for Education Institutions," and A-87 "Cost Principles for State, Local, and Indian Tribal Governments." Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment and providing food are examples of generally unallowable costs.

Key questions include: What are the project expenses for the period for which you are requesting funding by budget category (See Attachment D for sample)? Which expenses are related to the evaluation (staff time devoted to surveying or analysis should be specified as well as any other evaluation). How much funding will you need from the Healthy Communities Grant Program? Where will you get any remaining funds for the project? Please identify received and anticipated funds. How will you continue work after the grant period?

Section 7. What Criteria Will be Used to Evaluate an Application?

The Healthy Communities Grant Program is EPA New England's main grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk (e.g. environmental justice areas of potential concern, places with high risk from toxic air pollution, urban areas) and sensitive populations (e.g. children, elderly, others at increased risk).
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environment and human health problems.
- Achieve measurable environment and human health benefits.

Proposed projects must meet at least one out of the eight statutory threshold determinations listed below:

Clean Air Act Section 103(b)(3)	Clean Water Act Section 104(b)(3)
Resource Conservation and Recovery Act Section 8001	Toxics Substances Control Act Section 10
Safe Drinking Water Act Sections 1442(a)(b)	Federal Insecticide, Fungicide, and Rodenticide Act Section 20
National Environmental Education Act Section 6	Pollution Prevention Act Section 6605

In making selections, factors including geographic diversity, project diversity, costs, available resources, and project transferability or replicability may be considered. Proposals will also be evaluated against the five selection criteria outlined below.

CRITERION ONE: Healthy Communities Target Program Areas (30 points)

Extent to which the proposed project will address one or more of the **Target Program Areas** (Asthma, Capacity-Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Urban Development & Redevelopment, and Urban Transportation & Mobility) and is located in and will directly benefit one or more **Target Investment Areas** (Environmental Justice Areas of Potential Concern, Places with High Risks from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas) in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. **All project proposals must address the following three questions:**

- What Healthy Community Program Area(s) will be addressed?
- What will the proposed project do to address the problem(s) identified?
- How is the project addressing one or more Target Investment Area(s) and who will benefit directly from this project?

In addition to these questions, if your project is in one or more of the following Target Program Areas listed below (Asthma, Community Air Toxics, and/or Healthy Schools), please also address the specific questions detailed below in your proposal that apply to your project proposal.

A. Asthma:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- **Surveillance Projects:** How will your project monitor aggregate trends in the number of children with asthma, and/or the severity and trends across time and population groups? How will your project monitor the effects of asthma intervention programs and evaluate the work of asthma coalitions?
- **Integrated Pest Management Projects:** How will the integrated pest management strategies employed involve non-toxic alternatives to control and manage pests in and around where children spend most of their time? Will your project use current information on the life cycles of pests and their interaction with the environment? Describe how the pest control methods in your proposal will be used in the most efficient and economical way.
- **Resident Education Projects:** How will your project involve working with families or caregivers to identify, reduce, and prevent exposure to asthma triggers? Will education or outreach efforts include designing an asthma management plan? If so, explain what general guidance and/or instructions will be provided to families (e.g. maintaining an asthma diary, maintaining an appropriate medication regimen, and/or how to effectively reduce asthma triggers).
- **Indoor Air Toxins Projects:** Does your project clarify the sources of air toxins (e.g. particulate matter, nitrogen and volatile organic compounds) and describe mitigation strategies for the control of these toxins? Does your project have a mechanism in place to evaluate the effectiveness of the control measures for these sources in the micro environment? (The effectiveness can be measured by looking at e.g. economic benefit, reduction in levels, elimination of sources of asthma triggers.)

B. Community Air Toxics:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- **All Community Air Toxics Projects:** How does this air toxics project proposal target geographic areas where there is human health risk, e.g. as shown in EPA's National Air Toxics Assessment? (View www.epa.gov/ttn/atw/nata/maprisk.html for maps of risk from air toxics.)
- **Emission Inventory Development Projects:** How will development of emission inventories, incorporation of previously collected monitoring data or risk assessment methodologies be used to identify air toxics of concern?
- **Risk Management Projects:** What information was used to evaluate the risks? What are the specific anticipated risk reductions from implementing the risk management plan? How will the risk reduction efforts be measured?

C. Healthy Schools:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- How will your project reduce environmental exposures or improve environmental conditions for students, teachers, and other school personnel? Does your project address pollution prevention? If so, how?

CRITERION TWO: Measurable Results (30 points)

Extent to which the proposal measure both quantitative and qualitative results. **All project proposals must address the following three questions:**

- What are the measurable and achievable short term results that will be achieved?
- How do you plan to measure results and how will your approach use resources effectively and efficiently?
- If applicable, how will you ensure that data and information is usable, accessible to the public, and is shared with appropriate stakeholders (e.g. local government, residents, etc.)?

In addition to these general questions, please address the following specific questions if your proposal addresses one or more of the following Target Program Areas listed below (Asthma, Healthy Schools, Urban Development & Redevelopment, and/or Urban Transportation & Mobility):

A. Asthma:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- **Asthma Surveillance Projects:** How will you establish systematic tracking for asthma? Will the tracking system be useful to state public health and environment departments?
- **Integrated Pest Management Projects:** How will you demonstrate that the strategies employed will reduce the presence of pests and asthma triggers?
- **Indoor Air Toxins Projects:** How will project activities strengthen the capacity of families and communities to create and sustain a healthy environments for children? How will the project increase understanding of how to conduct an effective asthma management program that addresses indoor asthma triggers (e.g. secondhand smoke, particulate matter, etc.)?

B. Healthy Schools:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- How many school teams will be trained to implement EPA's Indoor Air Quality Tools for Schools program? How many school teams will be trained on developing and/or implementing an environmental management systems approach? How many school teams will be provided consultation and/or technical assistance for the purpose of developing and implementing school environmental policies related to any topic under Healthy Schools? How many school teams will be provided consultation and/or technical assistance for the purpose of assisting schools that are taking steps to correct environmental problems? What are the expected reductions in pollution upon implementation of your project? How will your management system measurably improve conditions within the school? How will your project measure long term behavioral changes?

C. Urban Development & Redevelopment:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- **For All Planning or Visioning Proposals:** Once a plan or vision is developed, what next steps will be taken to ensure the plan or vision is implemented? How will the plan or vision's contribution to healthy communities be measured?

D. Urban Transportation & Mobility:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- **For All Planning or Visioning Proposals:** Once a plan or vision is developed, what next steps will be taken to ensure the plan or vision is implemented? How will the plan or vision's contribution to healthy communities be measured?

CRITERION THREE: Community Involvement & Effective Partnerships (20 points)

Extent to which the target investment area community or communities will be principally involved in the development and management of the project. Demonstration that the project includes specific ways to empower the community to be active in addressing the project goals. Extent to which the applicant will be partnering with other local stakeholders including local government, the private sector, academia, medical establishments or others. Commitment letters from all project partners will be reviewed as part of the evaluation process. **All project proposals must address the following three questions:**

- How do your partners represent those in the community who have an interest in or will be affected by the project?
- What methods will be used for community involvement to assure that all affected by the project are provided an opportunity to participate? How will you ensure that no one is subjected to unjust or disproportionate environmental burdens as a result of the project?
- What will your partners be responsible for as part of your proposal and what commitments have they made to ensure the project's success (e.g. staff time, in-kind resources, letters of commitment, or any matching funding)?

In addition to these general questions, please address the following specific questions if your proposal addresses the following Target Program Area listed below (Asthma):

A. Asthma:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- **Integrated Pest Management Projects:** How will you ensure that the strategies employed serve as a learning opportunity for families and caregivers?

- **Indoor Air Toxins Projects:** How will you ensure that the educational materials used reflect current standards for conducting environmental health or public health education and be effective for varied populations and geographic locations? If applicable, how will outreach materials address the needs of multi-lingual families and what efforts will be made to ensure that materials are culturally competent?

CRITERION FOUR: Critical Need & Sustainability (10 points)

Extent to which funding is a critical resource to start or maintain a program or project that the organization will sustain or continue work beyond the EPA grant period. **All project proposals must address the following five questions:**

- What is the long-term commitment to the project, and can it serve as a model for others?
- How critical is this funding to the success of the project proposal?
- Have you explored other funding resources to support this project? If so, what?
- After funds from EPA are exhausted, will any part of the work continue?
- If applicable, under what specific legal and regulatory authority (local, state, or Tribal) will the proposal be implemented, and does the proposal represent new steps or build upon other projects addressing the same issue(s)?

In addition to these general questions, please address the following specific questions if your proposal addresses one or more of the following Target Program Areas listed below (Asthma, Community Air Toxics):

A. Asthma:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the specific questions listed below that apply to your project proposal.

- **Asthma Surveillance Projects:** Will the methodologies used be effective for varied populations and geographic locations in other communities across the United States? If so, how?
- **Resident Education Projects:** How will your education program result in changes of behavior that are sustainable beyond the project period?
- **Indoor Air Toxins Projects:** How will project activities strengthen the capacity of families and communities to sustain healthy environments for children?

B. Community Air Toxics:

Please see Section 2, Target Program Areas for a detailed description. Please answer all the questions listed below that apply to your project proposal.

- **All Community Air Toxics Projects:** How likely is it that air toxics reduction measures will continue after EPA funding ceases? How well does the project incorporate or build off work products or activities that have been developed previously?

CRITERION FIVE: Evaluation (10 points)

Extent to which proposed program includes an evaluation component that demonstrates the effectiveness of the proposed project goals and results. **All project proposals must address the following three questions:**

- How will needed changes to the project be identified and incorporated in an ongoing basis?
- After the project is completed, how will these results be evaluated to demonstrate how your goals were met and lessons learned?

- How will you share the experiences and results of the project with the target community and other communities to ensure broad public accessibility?

Section 8. Project Period & Reporting Requirement

Activities must be completed and funds spent within the time frame specified in the grant award, usually one year. The Healthy Communities Grant Program will consider project periods of up to two years in duration, but total federal resources requested cannot exceed \$30,000. The only exception is for Community Air Toxics projects which may range up to \$50,000 and require a 5% non-federal match. Project start dates will depend on the grant award date, but will generally begin October 1, 2003.

All recipients must attend a training session for new grantees, submit quarterly reports and a final report for EPA Project Officer approval. Specific report requirements (e.g. Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate, and disseminate grantee's final reports to serve as model programs.

Section 9. Examples of Potential Projects

The following are examples of the types of projects EPA would consider for funding under the Healthy Communities Grant Program. These examples are illustrative only, and are not intended to limit proposals in any way.

- Develop and implement a multi-lingual educational and outreach program that addresses asthma triggers and identifies possible mitigation measures for children.
- Design an asthma education program in collaboration with a state environmental department and department of public health.
- Design an asthma surveillance tracking system.
- Build state and local capacity to decrease asthma incidence in urban areas across the states of Rhode Island, Massachusetts, and Connecticut.
- Develop a template or model for innovative land use techniques such as trading of development rights, designed to make it easier for communities to site development in suitable areas and protect important natural resources.
- Create a coalition of civic, business, community, and environmental groups to develop and implement an economic development plan that supports environmental and public health protection efforts.
- Provide training to school or school district teams to implement EPA's Indoor Air Quality Tools for Schools Program.
- Provide technical assistance and/or training to school or school district teams that are implementing EPA's Indoor Air Quality Tools for Schools Program.
- Sponsor regional, statewide or local workshops to train school officials, health officials, parents of school aged children, or other sensitive populations on indoor air quality and related environmental health issues in schools.
- Assist school teams to develop and implement an environmental management systems approach.
- Assist school teams to identify and reduce the prevalence of asthma triggers in urban school districts.

- Provide schools technical assistance on Indoor Air Quality Tools for Schools implementation, pollution prevention, chemical management, diesel exhaust, integrated pest management, energy efficiency and ventilation cost savings, lead in drinking water, or other related environmental concerns to schools.
- Create a technical resource and training center for community air risk characterization and exposure assessment as well as a resource for pollution prevention strategies for the prioritized air risks.
- Implement strategies to address small commercial sources of toxic air pollution concentrated in specific areas or impacting sensitive populations (e.g. pollution prevention training for printers, electroplaters, plastic and foam manufacturers, and/or auto refinishing and repair shops).
- Identify transportation strategies for the community such as identifying diesel truck or bus fleets conducting anti-idling training and awareness campaigns for both the fleets and the community.
- Working with a municipality and community to identify and implement risk reduction strategies that integrate efforts for controlling indoor and outdoor sources (e.g. painting and cleaning products, gas can exchanges and consumer products).
- Target reduction of combustion by-products, such as environmental tobacco smoke and smoke from burning of trash and brush through education and awareness campaigns.
- Identify neighborhood environmental concerns and develop strategies to restore the local environment.
- Develop and implement a holistic approach in presenting and communicating risk to local urban residents and target populations on multiple exposure pathways for environmental and public health hazards (e.g. activity-based, media-based, or place-based).
- Facilitate productive dialog among the New England states and across disciplines regarding asthma tracking and surveillance and the development of healthier school and home environments.
- Build state or local capacity to increase homeland security through pollution prevention, particularly in high risk communities.
- Conduct outreach and education activities that result in better outcomes, improved health, or leads to a reduction in the use of toxic chemicals in areas where children spend their time (home and/or school) and reduce childhood exposure to harmful chemicals (e.g. pesticides).
- Increase access and use of public transit systems, reducing dependency/use of motorized vehicles, and increasing use of efficient technologies to reduce vehicular and bus emissions in urban areas.
- Adoption of smart growth principles and practices into urban development and redevelopment projects.
- Conduct an education and outreach campaign in low-income, diverse urban neighborhoods on vehicle idling, asthma, and ambient air quality.

Section 10. Expected Timeline For Reviewing and Awarding Grants

April 4, 2003

Healthy Communities Grant Program Application Guidance is released.

April 5, 2003 to April 25, 2003	Eligible grant recipients develop and complete their One-Page Project Summaries.
April 14, 2003 (9:00am - 11:00 am) (1:00 pm - 3:00 pm)	Healthy Communities Grant Program Information Sessions via conference call. The conference call is open to any interested applicant to review criteria and answer questions before preparing the One-Page Project Summary. See Appendix A to RSVP for conference calls.
April 15, 2003 (9:00am - 11:00 am) (1:00 pm - 3:00 pm)	
April 25, 2003	One-Page Project Summary submissions must be <u>postmarked</u> by this date and mailed to Sandra Padula, Healthy Communities Grant Program, EPA New England, 1 Congress Street, Suite 1100, Mail Code (CPT), Boston, MA 02114-2023 <u>or</u> received via facsimile at (617) 918-1029 <u>or</u> received by e-mail to padula.sandra@epa.gov.
April 28, 2003 to May 2, 2003	One-Page Project Summary submissions are evaluated.
May 5, 2003	Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be sent out to all applicants to notify them of the status of their One-Page Project Summary submissions.
May 5, 2003 to June 6, 2003	Finalists develop and complete their full applications.
May 12-13, 2003	Training sessions will be hosted for finalists to answer questions about preparing the full proposal. The locations of the sessions will be determined after the finalists are notified and more details will be provided to finalists in their notification letter.
June 6, 2003	Full applications must be postmarked by this date. No facsimile or e-mail copies will be accepted.
June 9, 2003 to June 19, 2003	Full Applications are reviewed and evaluated.
June 23, 2003	Applicants will be contacted by EPA if their application is being considered for funding. Some applicants may be asked to make revisions to their proposed project work plans. Finalists from Rhode Island, Maine, and New Hampshire will need to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process.
July 1, 2003	Finalists must submit all required materials for proposed project.
September 2003	EPA expects to formally announce 2003 Healthy Communities Grant Program Recipients.

Attachment A

2003 Healthy Communities Grant Program Information Sessions

The U.S. EPA New England will sponsor four telephone Information Sessions to provide assistance to applicants with the One-Page Project Summary grant application. The conference calls are an opportunity to get more information about the EPA programs working in target investment areas across New England, the grant application process as well as practical tips on how to prepare a strong application. Participation is optional, but RSVPs are required.

Calls will be held on:

April 14, 2003 (9:00 am - 11:00 am & 1:00 pm - 3:00 pm)

AND

April 15, 2003 (9:00 am - 11:00 am & 1:00 pm - 3:00 pm)

To register for one of the conference calls, please mail your completed registration form to: **Sandra Padula, U.S. EPA New England, One Congress Street, Suite 1100, Mail Code (CPT), Boston, MA 02114-2023**. You may also fax your registration to (617) 918-1505. Instructions will be sent to you once your registration form is received. **The deadline to RSVP is Friday, April 11, 2003**. If you have questions please contact Sandra Padula at (617) 918-1797.

Healthy Communities Grant Program Information Session Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email address: _____

Please select one of the following options for conference call participation:

_____ **April 14, 2003 9:00 am - 11:00 am**

_____ **April 14, 2003 1:00 pm - 3:00 pm**

_____ **April 15, 2003 9:00 am - 1:00 pm**

_____ **April 15, 2003 1:00 pm - 3:00 pm**

Attachment B

Healthy Communities Grant Program One-Page Project Summary Format

I. APPLICANT INFORMATION

Organization Name:
Address:
Project Contact Name(s):
Telephone/Fax:

Project Title:
City/State/Zip:

Email Address:

2. SUMMARY BUDGET & PROJECT PARTNER INFORMATION

Dollar Amount Requested from EPA	Dollar Amount of Matching Funds (if any)
Dollar Amount of Total Project Budget (EPA + match, if any)	Match as a Percentage of Total Budget (if any)
List of Organizations Partnering On The Project (if any)	

3. PROJECT SUMMARY INFORMATION

A. Briefly Summarize The Proposed Project:

[Clearly describe your project, what problem(s) your proposal seeks to address, your project goals, key tasks/deliverables, why your organization & partners are appropriate for this work, and a description of the target audience or community the project will serve and how that area meets one or more of the Target Investment Areas (Environmental Justice Areas of Potential Concern, Places With High Risk from Toxic Air Pollution, Sensitive Populations, and/or Urban Areas).]

B. How Will The Project Address The Healthy Communities Target Program Areas?

[Describe which Target Program Area(s) your project will address and how it will do so: Asthma, Capacity Building on Environmental and Public Health Issues, Community Air Toxics, Healthy Indoor Environments, Healthy Schools, Preserving & Restoring Urban Natural Resources and Open/Green Space, Urban Development & Redevelopment, and Urban Transportation & Mobility. Describe expected short term measurable results in terms of environment and/or public health improvements.]

Attachment C
Healthy Communities Grant Program Project Schedule

Organization Name:

Project Title:

<i>Project Deliverables</i>	<i>Contact Person (per Task)</i>	<i>Time (Month, Year)</i>	<i>Project Deliverables</i>
Objective # 1:			
1. Tasks Required	Key Contact	October - November, 2003	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	December 2003	2. Deliverable
Objective # 2			
1. Tasks Required	Key Contact	January 2004	1. Deliverable
2. Tasks Required	Key Contact	February - March 2004	2. Deliverable
3. Tasks Required	Key Contact	April 2004	3. Deliverable
Objective #3			
1. Tasks Required -Subtasks	Key Contact	May - June 2004	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	July - September 2004	2. Deliverable
			3. Deliverable
			4. Deliverable
Objective #4			
1. Tasks Required	Key Contact	September 2004	1. Deliverable

Attachment D

SAMPLE BUDGET DETAIL

<u>Expenditures</u>	<u>Total Project Budget</u>	<u>Amount from EPA Grant</u>	<u>Other Resources (Cash or in kind, if any)</u>
<i>1. Personnel</i>			
0.5 FTE Community Outreach Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
<i>2. Fringe Benefits at 17%</i>			
0.5 FTE* Community Outreach Worker @ \$10.00/hr	\$ 748.00	\$ 748.00	
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
<i>3. Travel</i>			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
<i>4. Equipment **</i>			
Audio Visual and Projector Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ 800.00	
	2,900.00		
<i>5. Supplies</i>			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>		<u>150.00</u>
	500.00		250.00
<i>6. Other</i>			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	
	2,280.00	1,130.00	1,150.00
<i>7. Contractual ***</i>			
XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	900.00
	4,160.00	3,260.00	
Total	\$20,000.00	\$15,600.00	\$4,500.00

* FTE - Full Time Employee

** Equipment must be for this project and carefully justified in the budget narrative.

*** Specify in budget narrative how contractual funds will be used.

Attachment E – Application Form 424 (For Full Proposals)

These forms are available in PDF format on our website.

Visit: www.epa.gov/ne/grants/gfinfo.html

Hit the “Healthy Communities Grants Program” link in the EPA New England section to get the forms

Attachment F

Check List of Required Materials for Full Proposal:

- _____ Completed Forms 424, 424A and 424B (Attachment E)
- _____ One-Page Project Summary Format (Attachment B)
- _____ Full Project Proposal which includes the proposal narrative, program evaluation and budget narrative (No more than five pages).
- _____ Healthy Communities Project Schedule (Attachment C)
- _____ Budget Detail (Attachment D for sample)
- _____ Proof of non-profit or not-for-profit status.
- _____ Letters of commitment from all project partners. Letters must specify the nature and match (if any) and must commit the organization's availability to the project.
- _____ Up to three (3) resumes for key project staff. Resumes must be no more than 2 pages in length.